



WASHINGTON STATE FAIRS COMMISSION

GUIDELINES FOR EVALUATION OF COUNTY FAIRS

PRE FAIR:

1. WSDA notifies the fairs four to six weeks in advance of event who the visiting Commissioner will be and sends them the **Pre Fair Information Sheet For Commissioners** to fill out and return to the Commissioner. The Commissioner needs to have the completed Pre Fair Information Sheet for two complete weeks before visiting the fair.
2. Fairs should be ready for evaluation every day they are open to the public. It is the Commissioner's option to notify the fair of the specific day(s) of evaluation.
3. Commissioners may visit an assigned fair on any day and hours the fairs have advertised to be open to the public.
4. Commissioners will notify the main fair office upon arrival and set up a time and place for the exit interview with superintendents and directors if desired by management.
5. Commissioners will evaluate without the accompaniment of fair officials unless decided otherwise by the Commissioner.

EVALUATION:

The following guidelines are based on what is needed for an excellent score, any less than excellent may be scored on the following scale:

Possible Score	Excellent to Very Good	Good or Average	Need Improvement/ or Non-existing
50	40-50	25-39	0-24
25	20-25	10-19	0-9
15	10-15	5-9	0-4
5	4-5	2-3	0-1

- For fairs that have open adult, 4-H, FFA and open youth divisions, the commissioner will place the open youth score in the column that will be to the best advantage of that fair. If numbers are sufficient in all four of the above categories, **open youth score will be averaged in with the open adult score**. If there are no specified 4-H and FFA divisions, open youth will be scored under the FFA/other column.

GENERAL:

Organization and Management:

How well have the officers and management of the fair accomplished their Aims and Purposes, organized their event, maintained their facilities, used financial resources (*see information on Pre Fair Information Sheet for Commissioners*)

Balance of Fair

- All categories represented are well balanced and appropriate for the size of the fair.
- Educational Impact is for both public and exhibitor is demonstrated throughout the entire fair.
- Feature agricultural product(s) or related activity, as a separate exhibit or display (may be competitive). **This display must contain these three (3) elements: signage, education and economic impact for point consideration.** Does not need live animals. Displays without signage, economic impact, and educational materials will receive 0 points.

AIMS AND PURPOSES, AS STATED AND ACHIEVED:

- Aims and purposes will be displayed for the public and in stated the premium book.
- Were the aims and purposes met?

GROUNDS:

- Grounds should be clean with landscaping and grass areas. Entrance and exit gates clean, signed and attractively painted and adequately staffed to handle the public. Grounds should be well lighted, have good traffic patterns, and be handicapped accessible. County/area fairs should have directional signs to fairgrounds, have organized parking areas, and information booth(s),
- Overall condition of buildings includes good repair, clean with adequate lighting for displays/exhibits inside. There should be elevators/ramps to all second story displays/exhibits.
- Staff knowledge of emergency procedures: Full score if staff are well trained in emergency procedures and there is a working communication system on grounds. No score if unaware of procedures.

- Wash racks: Adequate for number of animals, easy access to barns, clean and safe.
- Waste Disposal Methods: Should not be accessible to or hinder the general public. Safe and accessible to exhibitors. Removal should be done before or at low attendance hours. Litter Barrel waste removal on grounds adequate and safe.
- Show Rings: Well defined, adequate size, well lighted, level surface, close to barns and not crossing public traffic lanes without safety factors in place.
- Paved and/or grass walking areas should be smooth and safe without obstacles.
- Direction signs on grounds: Direction signs/maps on grounds should be conspicuously placed, and all buildings should be signed correctly.
- Rest Areas: Adequate rest areas for size of fair (do not include eating areas), some in the shade, and should be distributed throughout the fair and entertainment areas (ie: carnivals, etc.)

EATING FACILITIES:

- This category is well explained on the evaluation form.

RESTROOMS:

- Clean: Supplies, Soap and Towels. Adequate Size, Number and Distribution:
- Facilities for Parents, Babies, Handicapped: Should be signed outside of restrooms that have these facilities available. If in separate location, should have signs by the facility and throughout the fairgrounds indicating where facilities are available.
- Lighting, Mirrors, Hooks for clothes, etc.: All items should be available in both men's and women's restrooms. Should have adequate lighting and locks on all stalls or doors.

COMMERCIAL: Self-explanatory.

7-HOUR RULE:

- ***Every exhibit in the fair must be in place for public viewing for at least seven (7) hours. Times and schedules must be printed in the premium book.***

SPECIAL EXHIBITS, DISPLAYS OR COMPETITIONS:

- Should be adequate for size of fair, have educational value. Judge quality of display. Display not to be evaluated in any other category; will only be evaluated one time.

AGRICULTURAL DISPLAY:

- All displays must be geared for agriculture with educational value, to be considered for points (Grange, Farm Bureau, Commodity or Community Organizations).

YOUTH ORGANIZATION UNIT DISPLAYS, OTHER THAN 4-H OR FFA:

- For any youth group other than 4-H or FFA (such as but not limited to Campfire, Boy/Girl Scouts, Jr. Grange). Should be adequate for size of fair, have educational value and an attendant on duty. Judge quality of display. Display will be evaluated once and in one category only! If more than one group is displayed, average the score.

STILL LIFE EXHIBITS:

- All must have an attractive decor with signs indicating the department as well as the divisions within.
- All must be listed in the premium book separately. Items not listed in the premium book cannot be scored.
- To qualify for score, each age category must have the following: separate judging, display area and signed accordingly, listed in the premium book and have the required number of exhibitors and exhibits.
- Each area must have educational material and an attendant on duty.

LIVESTOCK AND SMALL ANIMALS:

- All must have an attractive decor with signs indicating each department. (4-H, FFA, open youth and adult divisions must be stalled or penned in separate areas but together by division.)
- All must be listed in the premium book separately.

- Each area must have educational material and an attendant on duty.
- Animals must be properly stalled and safely contained, clean and well cared for. Stalls, walkways, and tack areas should be free of manure, debris, pop cans, food, and clothing, and free of excess straw or shavings. Empty feed pans should be removed and the water kept clean.
- There should be an adequate number of exhibitors present to represent the exhibit.

ANIMALS TRAIERED IN:

- Score accordingly if you see them and they meet the 7-hour rule.
- Score 1/2 points if in premium book, classes filled, but not seen during evaluation period.